

**State of Arizona Developmental Disabilities Planning Council  
State Plan Work Group  
Tuesday, March 15, 2011  
1740 West Adams, Conference Room 204, Phoenix**

**DISCUSSION NOTES**

**Convene Work Group**

Executive Director Larry Clausen convened the workgroup, including those in the conference room and those participating via phone.

**Review Retreat Meeting Notes/Review State Plan Framework**

Consultant B. J. Tatro reviewed the section of the February 11, 2011 Annual Planning Retreat meeting notes that pertain to the development of the State Plan (Attachment 1) and walked the group through the Framework for State Plan Work Groups (Attachment 2).

**Merging Work Groups**

Larry reported that the decision had been made to create one work group that would develop all the goals for inclusion in the State Plan, rather than having three work groups, as originally envisioned.

Larry shared drafts of a Vision Statement and Values based on the discussion that had occurred at the Annual Planning Retreat. Members were asked to submit comments by the end of the week. A Mission Statement is still needed.

**Review of State Plan Template**

The State Plan Template was shared with the work group. Sections related to the goals, objectives, and implementation activities were covered in the Framework for the State Plan Work Groups (Attachment 3). Examples are provided in Appendix D of the *iTACC State Plan Development Resource*.

**Comprehensive Review Findings: Data Tied to Focus Areas**

Steve Gaarder indicated that he would be available to help provide data to support the inclusion of goals selected by the Council, as required for the State Plan. The revised version of the Comprehensive Review and Analysis (CRA) will be available within the next two weeks.

**Developing Goals in Compliance with the ADD Standards**

Work Group members reviewed the notes from the Retreat again and an email related to an employment goal from Will Humble. Larry noted that the State Plan goals are to be broader than in the past and not necessarily tied to only one specific Area of Emphasis. It was also noted that the goal examples provided by iTACC are not stated in terms of outcomes, but rather in terms of the action that would be taken, e.g., "provide training and education programs that promote independence...". Outcomes are to be included in the Evaluation Plan.

The group began with a discussion of the possibility of including a goal related to employment. After giving consideration to the possibility of making the goal more generic and focused on advocacy, the group decided to keep a focus on community integrated employment but to highlight the emphasis on advocacy, capacity building, and systemic change. Following is a draft goal and related objectives and some implementation activities, based on the conversation and using the suggested State Plan format. *Targets and timelines will need to be added.*

### **GOAL 1**

In partnership with individuals with developmental disabilities, their families, and employers, advocate and build capacity to promote increased community integrated employment.

#### **Objectives**

- 1.1 Educate persons with developmental disabilities and their families about employment options, benefits, and opportunities. *(Need to quantify.)*
- 1.2 Educate policymakers about the barriers to community integrated employment for persons with developmental disabilities. *(Need to quantify.)*
- 1.3 In partnership with employers of persons with developmental disabilities, educate potential employers about the benefits of and strategies for employing persons with developmental disabilities. *(Need to quantify.)*

#### **Implementation Activities**

- 1) Identify barriers (including regulatory, financial, and liability) to the employment of persons with developmental disabilities in the public and private sectors.
- 2) Identify best practices, including strategies for addressing these barriers and incentives that can be used to promote community integrated employment.
- 3) Identify and enlist the involvement of employers who currently employ persons with developmental disabilities and others in the business community (e.g., Chambers of Commerce).
- 4) Prepare an issue brief on community integrated employment, including barriers, strategies for addressing these barriers, benefits of hiring, and strategies for hiring.
- 5) Identify other agencies and organizations within Arizona who are supportive of and engaged in promoting community integrated employment and identify opportunities for sharing lessons learned and for collaboration.
- 6) In collaboration with self-advocates, develop and implement an educational program/materials (including a peer support component) related to community integrated employment for persons with developmental disabilities.
- 7) In collaboration with families, develop and implement an educational program/materials related to community integrated employment for families of persons with developmental disabilities, including families of children.
- 8) In collaboration with employers, develop and implement an educational program/materials related to community integrated employment for potential employers.
- 9) Develop and deliver messages related to community integrated employment for policymakers.

Data Needed: We will need data from the CRA and/or other sources to support selection of this goal. We will also need information on current employers and persons with developmental disabilities in the workforce.

### **GOAL 2** (This will serve as the required Self-Advocacy Goal.)

Build and/or strengthen a self-advocacy coalition led by persons with developmental disabilities.

### Objectives

- 2.1 Provide funding for a self-advocacy organization led by individuals with developmental disabilities.
- 2.2 Provide training and technical assistance to self-advocacy organizations receiving grants from the Council. *(Need to quantify.)*

### Implementation Activities

- 1) Identify and learn about existing self-advocacy groups. *(Although it will be prior to the State Plan submittal, this can start at the planned April community grantwriting workshops.)*
- 2) Engage self-advocates in initial efforts related to community integrated employment.
- 3) Develop a competitive grant for self-advocacy organizations.
- 4) Provide seed funding and assist those receiving grants to identify and procure other funding.
- 5) Identify training and technical assistance needs and preferences.
- 6) Identify training and technical assistance needs and provide and/or link to resources to meet these needs.

### **GOAL 3**

Empower persons with disabilities and their families by providing information that promotes informed decision making about their options and their quality of life. *(It was noted that the Council needs to be cautious about taking on a goal whose scope is too broad for available resources.)*

### Objectives

- 3.1 Provide information and/or links to reliable information on a variety of specified topics of priority for persons with developmental disabilities and their families. *(Need to quantify.)*
- 3.2 Enhance the interactivity of the Council's website. *(Need to quantify, perhaps number of users?)*
- 3.3 Educate persons with developmental disabilities and their families about how to access the information they need/want. *(Need to quantify.)*

### Implementation Activities

- 1) Identify priority topics, including living options, long term care, employment opportunities, legal issues (including wills and trusts), aging with a disability, and aging caregivers.
- 2) Gather informational resources for priority topics.
- 3) Identify other agencies and organizations that can aid in the provision of information and collaborate with them.
- 4) Explore/enhance use of social media to reach persons with developmental disabilities and their families.
- 5) Provide funding for (???).

### **GOAL 4**

Should a 4<sup>th</sup> goal on Inclusion (including transportation) be added? This will be discussed at the next Work Group meeting.

### **Set Next Meeting Date**

The next meeting of the Work Group will be March 30 from 10:30 a.m. until noon at the Council.

**Follow-Up**

All work group members were invited to submit comments on the Vision Statement and Values to Larry by March 18. Larry will ensure that persons with developmental disabilities are referred to in a consistent manner in all these documents.

**Attachment 1**  
**Excerpt from 2/11/11 Annual Planning Retreat Notes**

**Priorities and Strategies**

Working in small groups, Council members were asked to identify up to three results they would like for the DDPC to achieve in the next five years and the methods that should be employed to achieve that result.

They were asked to identify results that met the following criteria:

- Could be achieved within five years
- Is within DDPC control (or at least influence)
- Would have maximal impact
- Is feasible to do within available resources
- Is supported by data
- Is aligned with the purpose of the Developmental Disabilities Act
- Is aligned with the Council mission, vision, and values (as articulated today)

They were asked to select methods from the following list of action types, taken from the State Plan guidance document:

- Outreach
- Training
- Technical assistance
- Supporting and educating communities
- Interagency collaboration and coordination
- Coordination with related councils, committees, programs
- Barrier elimination
- Systems design and redesign
- Coalition development and citizen participation
- Informing policymakers
- Demonstration of new approaches to services and supports
- Other

Priorities identified included the following.

**Employment** (Desired Result = Increased community integrated employment) (2 of 3 groups included this as a priority)

Recommended methods include:

- Identifying incentives for employers to hire individuals with developmental disabilities
- Identifying and removing barriers for employers, including regulatory barriers
- Identifying resources needed to encourage self-employment
- Addressing systems design and re-design
- Demonstrating new approaches to employment-related services and supports

- Building coalitions and fostering citizen participation

**Information Resource** (Desired Result = DDPC is an information resource for consumers, families, and policymakers)

Recommended methods include:

- Supporting and educating communities
- Creating a data dashboard
- Interagency collaboration and coordination
- Outreach
- Barrier elimination
- Informing policy makers

**Transportation** (Desired Result = Increased number of individuals with developmental disabilities using public transportation)

Recommended methods include:

- Training
- Supporting and educating communities
- Demonstrating new approaches to services and supports

**Independent Living** (Desired Result = Will have developed and implemented a developmental disabilities/independent living clearinghouse for independent living and shared living)

Recommended methods include:

- Coalition development
- Demonstration of new approaches and services

**Self-Advocacy** (Desired Result = AZ DDPC is well-known throughout the state and across the United States)

Recommended methods include:

- Provide recognition (example: Special Education Yes I Can campaign)

Looking back at the priorities suggested, Council members noted that they hoped that the DDPC would be a catalyst for change, foster collaboration, and raise expectations.

## Attachment 2

### Framework for State Plan Work Groups

1. Review Annual Planning Retreat Meeting Notes related to your work group.
2. Review Section IV of the *Five Year State Plan Template*.
3. Review the section entitled, “Developing the Goals” and Appendix D from the ITACC *State Plan Development Resource*. (There are examples of Goals, Objectives, Implementation Activities, and Timelines in Appendix D.)
4. Review the data related to the focus area of your workgroup. (You will need to cite one or more sources that support need for a goal in this focus area.)
5. Discuss what you want to achieve in this focus area. Think about what the Council is already funding or has funded in the past. Think about what others are doing/funding that can be leveraged or with whom coordination is needed.
6. Write a Goal Statement (500 character limit). (Note that the examples given in the ITACC *State Plan Development Resource* Guide are written in terms of process goals [e.g., provide training] rather than outcomes [e.g., X number of people will have increased knowledge of...], but outcomes will need to be included in the required Evaluation Plan section of the State Plan.) The Goal must:
  - a. Be aligned with the DD Act (ensure that the goal is consistent with and permissible under the DD Act)
  - b. Be aligned with the Council’s mission, values, and vision (or at least the notes we have on these in the Annual Planning Retreat Meeting Notes)
  - c. Have a measurable impact (by this it is meant that you can determine if AZ is getting closer to or farther away over the five-year time period)
  - d. Be supported by data (from the Comprehensive Review and Analysis and/or other data sources; there is a long list of data resources in Appendix B to the ITACC *State Plan Development Resource*; be sure to explain the rationale for selecting this goal, making reference to specific data)
  - e. Be written in a SMART format—Specific, Measurable, Attainable, Realistic, and Timely/Tangible (ITACC’s use of these terms is explained in the ITACC *State Plan Development Resource*, beginning on page 34)
7. For each Goal, specify the following. (You may want to come back and finalize these steps after you do the Objectives.)
  - a. Mission areas addressed
    - i. Advocacy
    - ii. Capacity Building
    - iii. Systemic Change
  - b. If self-advocacy is addressed, which of the following is supported
    - i. Self-advocacy organizational support
    - ii. Self-advocacy leadership development
    - iii. Participation of self-advocates in cross-disability/culturally diverse leadership coalitions
  - c. Area(s) of emphasis

- i. Quality
    - ii. Education and Early Intervention
    - iii. Child Care
    - iv. Health
    - v. Employment
    - vi. Housing
    - vii. Transportation
    - viii. Recreation
    - ix. Formal and Informal Community Support
  - d. Strategies
    - i. Outreach
    - ii. Training
    - iii. Technical Assistance
    - iv. Supporting and Educating Communities
    - v. Interagency Collaboration and Coordination
    - vi. Coordination with Related Councils, Committees, and Programs
    - vii. Barrier Elimination
    - viii. Systems Design and Redesign
    - ix. Coalition Development and Citizen Participation
    - x. Informing Policymakers
    - xi. Demonstration of New Approaches to Services and Supports
    - xii. Other Activities
  - e. Intermediaries/Collaborators
    - i. State Protection and Advocacy System
    - ii. University Center(s) – specify which one
    - iii. Other – specify who
- 8. Develop one or more Objectives for your Goal (500 character limit per cell), which meet the same criteria as goals.
- 9. For each Objective, develop an action plan (who is going to do what by when), then record these as Implementation Activities (1000 character limit per cell) and Timelines (500 character limit per cell).
- 10. For each Objective, identify how the Council will measure or otherwise document progress.
- 11. Address the following questions:
  - a. Are the Goal and its related Objectives consistent with the current State Plan? If so, how do they build on the prior work?
  - b. In order to implement this Goal and its related Objectives, what will need to be funded?
  - c. Will implementation of this Goal and its related Objectives require staff time? For what functions?



### Attachment 3

#### State Plan Template Section IV: Five-Year Goals [Section 124(4); Section 125(c)(5)]

The information below is to be provided for each of the Council's goals. Include 1-3 Goals to address the self-advocacy requirement to:

- Establish or strengthen a program for the direct funding of a State self-advocacy organization led by individuals with developmental disabilities;
- Support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders; and
- Support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.

Goal #:

- For each goal, write out a 5-year goal statement for advocacy, capacity building, and systemic change.
- Goals must be developed through data-driven strategic planning and derived from the unmet needs of people with developmental disabilities and their families. Therefore, there should be a logical link between the goals and the needs identified in the Comprehensive Review and Analysis.
- The goals must relate to one or more areas of emphasis. This does not mean that the goal statement must directly identify or name the area(s) of emphasis.
- Goals should be measurable rather than broader, global statements:
  - A measurable goal is something that you can actually measure to determine whether you're getting closer to your goal or further away from it.
  - Measureable goals can indicate the actual impact or the effect the Council is trying to achieve.
  - They can include actual measures, such as percentages, rates, ratios, and/or timelines.
- There is a 500 character limit to for each goal statement.

Area(s) of Emphasis:

For each goal, check all the area(s) of emphasis that relate to the goal statement. See Appendix A for definitions of the area(s) of emphasis.

- ☐ Quality
- ☐ Education and Early Intervention
- ☐ Child Care
- ☐ Health
- ☐ Employment
- ☐ Housing
- ☐ Transportation
- ☐ Recreation
- ☐ Formal and Informal Community Supports

Strategies to be used in achieving each goal:

Check all that apply.

- ☐ Outreach
- ☐ Training
- ☐ Technical Assistance

- ☐ Supporting and Educating Communities
- ☐ Interagency Collaboration and Coordination
- ☐ Coordination with Related Councils, Committees and Programs
- ☐ Barrier Elimination
- ☐ Systems Design and Redesign
- ☐ Coalition Development and Citizen Participation
- ☐ Informing Policymakers
- ☐ Demonstration of New Approaches to Services and Supports
- ☐ Other Activities

**Objectives/Implementation Activities/Timeline:**

- For each goal, outline a plan of action that describes the steps to be taken to accomplish the Council goals by listing out the objectives, implementation activities and the corresponding timeline.
  - The objectives should be more detailed, specific projections of how the Council will implement the goals. The objectives may include quantitative projections of the work to be accomplished (e.g., the number of people to be trained; the number of outreach activities) or they may provide qualitative projections of the work to be accomplished (convening coalitions; researching state service models).
  - The implementation activities should identify the action steps/action items the Council will use to implement the objectives.
  - The timeline should identify for the anticipated start dates or the general time periods by which the objectives or activities will be implemented. The timeline may be broken down by monthly or quarterly activities; and/or represented by units of time (such as “1 month”) to indicate the approximate duration and/or frequency of each activity; and/or provide start and end dates.
  - The Objectives, Implementation Activities, and Timeline can be updated annually through the State Plan Amendment process.
- Character limits for each section of the chart are included below.

Objectives (500 character limit for each cell in the chart)	Implementation Activities (1,000 character limit for each cell in the chart)	Timeline (500 character limit for each cell in the chart)

**Intermediaries/Collaborators Planned for this goal (if known):** Identify all organizations/agencies the Council plans to work with and/or has commitments from in addressing the goal.

- ☐ State Protection and Advocacy System
- ☐ University Center(s)
- ☐ State DD agency
- ☐ Other:
- ☐ Other:
- ☐ Other: